

**CITY OF HOLLISTER  
COMMUNITY DEVELOPMENT DEPARTMENT  
375 FIFTH STREET  
HOLLISTER, CA 95023  
(831) 636-4360**

**APPLICATION GUIDELINES: DIVISION OF LAND  
IMPORTANT PLEASE READ AND FOLLOW THESE GUIDELINES CAREFULLY**

**I. PURPOSE**

State Law authorizes local government agencies to regulate and control the design and improvement of a subdivision. A subdivision is defined as the division of any improved or unimproved land for the purpose of sale, lease, or financing. A subdivision also includes the conversion of a structure to condominiums. The State Subdivision Map Act provides general regulations and procedures that local governments must follow in the regulation of subdivisions. The City also has a **Subdivision Ordinance**, which provides specific guidelines, standards and regulations.

**II. PROCESS**

**Step 1 -- Project Consideration**

Early in the consideration of a potential subdivision, the applicant should carefully review the City's General Plan and zoning for the location chosen. It is important that the proposed subdivision is consistent with both the zoning and the General Plan or the application cannot be accepted.

**Step 2 -- Pre-application Consultation**

**The applicant must submit a preliminary proposal to the Planning Department at least five (5) days prior to submission of the formal application.** This will allow City staff time to review the plans and to provide advice to the applicant at a subsequent pre-application conference. This early review and input by staff could save the applicant possible delays and expensive plan revisions.

**Step 3 -- Filing of Application**

**THE APPLICANT MUST SUBMIT THE COMPLETED APPLICATION, 15 COPIES OF THE TENTATIVE MAP, ALL ACCOMPANYING MATERIALS AND FEES TO THE PLANNING DEPARTMENT.** The applicant will be notified within thirty (30) days as to whether the application is complete or if any additional information is required.

**Step 4 -- Environmental Review**

All subdivision requests are required to have an environmental assessment to determine the appropriate environmental document to record (EIR, Negative Declaration, etc.). The appropriate document must be found to be complete and adequate before the Planning Commission may act upon a project. This assessment (Initial Study) will be completed by Staff and will be made available to the public.

### **Step 5 -- Development Review Committee**

Subsequent to the Environmental Review process, subdivision applications are reviewed by the Staff Development Review Committee for its recommendations to the Planning Commission. The DRC analyzes the design and improvement plans for a proposed subdivision and forwards any changes or conditions of approval it deems appropriate to the Planning Commission. Following review by the DRC, the tentative map will be forwarded to the Planning Commission who will consider it at its next meeting.

### **Step 6 -- Staff Review for Planning Commission**

Following receipt of comments from other agencies (if applicable) and the Development Review Committee, a written Staff report will be prepared for the Planning Commission which will analyze the tentative map and will include the recommendations of the Development Review Committee. A copy of this report will be sent to the applicant prior to Planning Commission Review.

### **Step 7 -- Planning Commission Review**

The Planning Commission will hold a public meeting, with notice to the applicant (sub divider), to review the tentative map. Pursuant to the State Subdivision Map Act, a Public Hearing may be required with notice to adjacent property owners within 300 feet of the proposed project. The Planning Commission must review and take action on the request within 60 days after the tentative map has been accepted for filing. The Commission after evaluating the applicant's testimony, testimony from the public, the Staff report, and environmental information, will render a decision. The Commission may approve, conditionally approve, or deny the request or postpone the item to a later date. The Commission may also continue its review of the request to a specified date, time and place.

### **Appeals to the City Council**

If the Planning Commission denies the tentative map or if the applicant (sub divider) disagrees with any conditions of approval imposed by the Planning Commission, the decision may be appealed to the City Council by filing an appeal with the City Clerk **within fifteen (15) calendar days** of the Planning Commission decision. Within fifteen (15) days of the date of acceptance of a notice of appeal or at the next regular City Council meeting, whichever last occurs, the City Council shall fix the place, date and time of hearing the appeal. The date of hearing the appeal shall be within sixty (60) days of the date of Planning Commission decision appealed. Written notice of the time, date and place of hearing the appeal shall be given to the Planning Commission, the original applicant(s), the appellant(s) and any party who shall have requested notice, in writing, at the hearing before the planning commission on the original application. The decision of the City Council shall be by resolution. If the decision is to reverse or modify the decision of the Planning Commission, the resolution shall contain findings to support the reversal or modification of the Planning Commission's decision. A copy of the City Council's decision shall be given to the parties specified above.

### **Step 8 -- Final Requirements**

Following approval of the tentative map, the applicant has 24 months to complete, have

approved by the City Engineer and the City Council, and record the final map and related improvement plans, or the map expires. The Planning Commission may grant two extensions to this time period, not to exceed 2 additional years, upon approval. This application for extension must be filed **NOT LESS THAN 30 DAYS BEFORE THE EXPIRATION** and shall state the reasons for requesting extension and be accompanied by a non-refundable fee. For residential subdivisions, only those lots, which have received allocation under the Growth Management Ordinance, may be recorded. Please consult with the Planning Department about participation in this program.

## **TENTATIVE MAP DATA GUIDELINES**

### **IMPORTANT: PLEASE READ AND FOLLOW THESE GUIDELINES CAREFULLY!**

The checklist format of these guidelines is intended to aid applicants in providing complete information to the City of Hollister for review. PLEASE PROVIDE ALL INFORMATION REQUESTED. This list will be used by the Planning Department to determine the completeness of your application. Tentative map applications, which do not depict or provide all required information may be considered incomplete and may be returned for revision. If there are any questions regarding this application, or subdivision in general, please call the City Planning Department at (831) 636-4360.

### **DATA REQUIRED ON TENTATIVE MAP**

#### **GENERAL INFORMATION**

- \_\_\_\_\_ 1. Name of Proposed Subdivision or Development.
- \_\_\_\_\_ 2. Names, Addresses, Telephone Numbers of the Recorded Owner(s) and Sub divider(s).
- \_\_\_\_\_ 3. Name, Address of Registered Civil Engineer or Map Preparer.
- \_\_\_\_\_ 4. Vicinity Map no smaller than 1" = 1 mile.
- \_\_\_\_\_ 5. Map Scale (min. 1' = 100')
  - \_\_\_\_\_ Date
  - \_\_\_\_\_ North Arrow
- \_\_\_\_\_ 6. The following shall be depicted within 100 feet of the subject subdivision
  - \_\_\_\_\_ Streets and Rights of way widths
  - \_\_\_\_\_ Adjoining Subdivisions
  - \_\_\_\_\_ Walkways
  - \_\_\_\_\_ Building Footprints
  - \_\_\_\_\_ Other Structures
- \_\_\_\_\_ 7. Tract Boundary
  - \_\_\_\_\_ Increments of Development (phasing)
- \_\_\_\_\_ 8. Proposed Land Uses
- \_\_\_\_\_ 9. Total Area
- \_\_\_\_\_ 10. Number of Lots
- \_\_\_\_\_ 11. Average Lot Size
- \_\_\_\_\_ 12. Minimum Lot Size

\_\_\_\_\_ 13. Open Space Area

\_\_\_\_\_ 14. Net density

### **PHYSICAL DATA**

\_\_\_\_\_ 1. Existing elevations with contours not less than 1 foot intervals for terrain 1% slope,  
\_\_\_\_\_ 2 foot intervals for 1% - 5% slope  
\_\_\_\_\_ 5 foot intervals for 5% slope  
\_\_\_\_\_ Source of data

\_\_\_\_\_ 2. Tree Coverage

\_\_\_\_\_ 3. Water courses, areas subject to flooding (Zone A or Zone B as depicted on the 1991 Flood Insurance Rate Map on file with the City Planning Department)

\_\_\_\_\_ 4. General Terrain Features

### **STREETS AND ALLEYS**

\_\_\_\_\_ 1. Street Name

\_\_\_\_\_ 2. Right-of-way Width

\_\_\_\_\_ 3. Approximate Centerline of Curve Radii

\_\_\_\_\_ 4. Approximate Grades

\_\_\_\_\_ 5. Spot Elevations at Intersection and Key Points

\_\_\_\_\_ 6. Typical Section of all Proposed Street Improvements

\_\_\_\_\_ 7. Widths Offered of Dedication

\_\_\_\_\_ 8. Widths of Existing Dedications

\_\_\_\_\_ 9. Widths and Locations of all Adjacent Streets and Easements

\_\_\_\_\_ 10. Walks and Walkways

\_\_\_\_\_ 11. Right-of-way and Pavement width for Streets Providing Access

\_\_\_\_\_ 12. Proposed Traffic Control Signs

\_\_\_\_\_ 13. Location and Radius of each Curb Return and Cul-de-Sac

- \_\_\_\_\_ 14. The angel of intersecting streets if such angle deviates from a right angle by more than four degrees.

### **LOT CONFIGURATION**

- \_\_\_\_\_ 1. Lot Area
- \_\_\_\_\_ 2. Lot Dimensions
- \_\_\_\_\_ 3. Lot and Block Numbers
- \_\_\_\_\_ 4. Open Space and Open Space Easements
- \_\_\_\_\_ 5. Recreation Areas
- \_\_\_\_\_ 6. All Non-standard Setbacks
- \_\_\_\_\_ 7. Increments of Development (phasing)
- \_\_\_\_\_ 8. Tentative Design and Remaining Portions (Street and Lot Layout)
- \_\_\_\_\_ 9. Non-access strips
- \_\_\_\_\_ 10. If multi-family, commercial, industrial subdivision with non-standard setbacks or building spacing, such deviation from standard must be shown.

### **UTILITIES**

- \_\_\_\_\_ 1. Location and approximate size of all existing and proposed utilities, including:
- \_\_\_\_\_ Sanitary Sewer (IMPORTANT: Indicate pipe slopes)
- \_\_\_\_\_ Storm Drainage (IMPORTANT: Indicate pipe slopes)
- \_\_\_\_\_ The location and size of existing sanitary sewers water mains and storm drains. The approximate slope and the elevation of existing sewers and storm drains shall be indicated. The location of existing overhead utility lines on peripheral streets.
- \_\_\_\_\_ The location and size of proposed sanitary sewers, water mains and storm drains. Proposed slopes and approximate elevations of sanitary sewers and storm drains shall be indicated.
- |             |                     |
|-------------|---------------------|
| _____ Water | _____ Pump Stations |
| _____ Gas   | _____ Man Holes     |

\_\_\_\_\_ Electricity  
\_\_\_\_\_ Phone  
\_\_\_\_\_ Cable TV  
\_\_\_\_\_ Water Valves

\_\_\_\_\_ Hydrants  
\_\_\_\_\_ Drainage Structures  
\_\_\_\_\_ Street Lights

- \_\_\_\_\_ 2. Should the tentative map be approved, the subdivider shall submit three prints of the approved tentative map to each of the following utility companies: Pacific Gas & Electric Company, Pacific Bell Company, Falcon Cable TV and the Sunnyslope County Water District. The subdivider shall subsequently provide the City Engineer with each utility's easement needs as part of the initial final map submittal.

## **V. ACCOMPANYING MATERIALS**

- \_\_\_\_\_ 1. Preliminary Title Report

- \_\_\_\_\_ 2. Utilities Report  
\_\_\_\_\_ Source of Water  
\_\_\_\_\_ Handling of Sewage  
\_\_\_\_\_ Availability of Electricity and Gas  
\_\_\_\_\_ If Septic System, Percolation Test Data

- \_\_\_\_\_ 3. Soils Report

- \_\_\_\_\_ 4. Engineering Geology and/or Seismic Safety Report. If the subdivision lies within a Seismic Special Studies Zone as shown on maps on file in the City Planning Department, a Seismic Safety Report will be required prior to City action, pursuant to the Alquist-Priolo Special Studies Zone Act.

- \_\_\_\_\_ 5. Filing Fee

### **COMMENTS:**

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CITY OF HOLLISTER  
DEVELOPMENT SERVICES DEPARTMENT  
375 FIFTH STREET  
HOLLISTER CA 95023  
(831) 636-4360 (Voice) (831) 636-4364 (FAX)

***DEVELOPMENT PROJECT APPLICATION***

PLEASE READ AND COMPLETE THIS APPLICATION FORM CAREFULLY

**THIS APPLICATION IS FOR (CHECK THE APPROPRIATE BOX):**

Conditional Use Permit	Variance	Secondary Unit
Site & Architectural Review	Planned Development	Other
Rezoning	General Plan Amendment	
Minor Subdivision	Major Subdivisions	
Pre-zoning	Annexation	

**1. Applicant(s):** \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone #: \_\_\_\_\_ FAX: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**2. Property Owner(s):** \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone #: \_\_\_\_\_ FAX: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**3. Property Location:** \_\_\_\_\_

**4. Assessor Parcel Number(s):** \_\_\_\_\_

**5. Size of Property** (acres or square feet): \_\_\_\_\_

**6. Zoning District:** Present: \_\_\_\_\_ Proposed (if applicable): \_\_\_\_\_

**7. General Plan Designation:** \_\_\_\_\_



8. Describe the proposed project: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. **Variances Only:** Describe the purpose of the variances proposed. (Note: The proposed variance must conform to required variance findings of the Zoning Ordinance)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. **General Plan Amendments Only:** Describe the purpose of the proposed amendment.  
(use extra sheets, if necessary):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. **Pre-zoning and Annexations Only:**

Is the property contiguous to existing City limits? \_\_\_\_\_

What is the area of the subject parcel(s) \_\_\_\_\_ acres.

County General Plan Designation \_\_\_\_\_ County Zoning District \_\_\_\_\_

Proposed City Zoning \_\_\_\_\_ City General Plan \_\_\_\_\_

Is the property within the City's Sphere of Influence ? \_\_\_\_\_

Is the property within the City's Urban Service Area ? \_\_\_\_\_

Number of existing dwellings \_\_\_\_\_

12. **Land Divisions Only:** Type of Subdivision

Minor Subdivision \_\_\_\_\_ Major Subdivision \_\_\_\_\_

Number of Lots \_\_\_\_\_ Density \_\_\_\_\_ units per acre

Purpose of Subdivision \_\_\_\_\_ Sale \_\_\_\_\_ Lease \_\_\_\_\_ Financing \_\_\_\_\_ Other \_\_\_\_\_

**13. Industrial or Commercial Developments Only:**

Number of Employees \_\_\_\_\_ Days of Operation \_\_\_\_\_  
Hours of Operation \_\_\_\_\_ Number of loading Spaces \_\_\_\_\_  
Gross square footage of the proposed structure(s) \_\_\_\_\_  
Number of Parking Spaces \_\_\_\_\_ Lot Coverage \_\_\_\_\_ %  
Number of Handicap Spaces \_\_\_\_\_

**14. Residential Site & Architectural Review Applications Only:**

Duplex \_\_\_\_\_ Triplex \_\_\_\_\_ Apartment \_\_\_\_\_ number of units.  
Height of structure(s) \_\_\_\_\_ Gross square footage \_\_\_\_\_  
Lot Coverage \_\_\_\_\_ % Number of Parking Spaces \_\_\_\_\_  
Number of Handicap Spaces \_\_\_\_\_

**15. Present Use of Adjoining Properties:**

North \_\_\_\_\_ South \_\_\_\_\_  
East \_\_\_\_\_ West \_\_\_\_\_

**16. Certification:** The facts, maps and documents submitted herewith are true, correct and accurate to the best of my knowledge. If the request is granted, I (we) agree that the provisions of City and State Law will be complied with and the conditions, if any, upon which the permit is granted will be carefully observed.

\_\_\_\_\_  
Date Owner's Signature

\_\_\_\_\_  
Date Applicant's Signature

**Staff Use Only**

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

**Fees**

Application \_\_\_\_\_  
Environmental Review \_\_\_\_\_  
Other \_\_\_\_\_

Total \_\_\_\_\_

Application Number \_\_\_\_\_

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The Community Development Staff appreciates your effort to complete this application. If you have questions or comments, please contact our staff at (831) 636-4360.